

**Purpose****Purpose**

Employee Self-Service (ESS) enables employees to perform their own administrative tasks in support of life and work events.

The **Employment Verification** service is located in the 'My Pay' workset in ESS. Employees can use this service to create an employment and salary verification. The request is sent to HR, who will either mail or fax a letter with your information to the recipient you provide. This service is primarily used for employees who need to verify employment or salary to a third party, such as a bank or loan officer.

When using the Employment Verification service in ESS, employees are asked to make the following selections:

Type of Form - Select the type of Employment Verification letter that should be sent. Employees can make selections to include their Position Title, Start Date, and Salary.

Communication Type - Select what method the Employment Verification letter should be sent. Employees can select Fax or Mail.

Recipient's Name and Address - Enter the person's name and address (or fax number, if selected in the 'Communication Type' section). NOTE: How the employee enters this information in ESS is exactly how it will appear on the letter to the recipient.

**Trigger**

Use this service in Employee Self-Service (ESS) to request an employment and salary verification.

**Prerequisites**

- A MySCEmployee portal user ID.
- ESS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

**Menu Path**

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ ESS ➔ My Pay ➔ Employment Verification

**Transaction Code**

- ESS

**Helpful Hints**

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

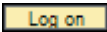
## Procedure

1. Start all ESS application by logging on to the MySCEmployee Portal:



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

Welcome essuser1, **MySCEmployee** powered by **SCEIS**

Help | Personalize | Log Off

Welcome | **Employee Self Service** | Alerts and Information | Universal Worklist

History | Back | Forward

### Welcome to the SCEIS Employee Portal

A revised agency rollout schedule approved September 15 by the SCEIS Executive Oversight Committee adjusts the timing of future implementations, while keeping the original Project completion date of July 2010. In the new schedule, agencies will go live in just two large rollouts, rather than a series of frequent smaller rollouts. (The upcoming FF2 rollout on November 3, 2008, is unchanged.) In the revised plan, the previously-identified Functional Fit 3 and 4 agencies and most of the broader-scope Wave agencies will all go live together, in a large Phase 3 rollout on November 2, 2009. A final rollout, Phase 4, will complete the SCEIS agency implementations on May 3, 2010. Between now and Phase 3, the SCEIS Project Team is working on development of the Human Resources / Payroll modules and a number of projects with enterprise-wide impacts, to establish the foundation set for all additional rollouts.

### News Of Interest

- A revised agency rollout schedule approved September 15 by the SCEIS Executive Oversight Committee adjusts the timing of future implementations, while keeping the original Project completion date of July 2010. In the new schedule, agencies will go live in just two large rollouts, rather than a series of frequent smaller rollouts. (The upcoming FF2 rollout on November 3, 2008, is unchanged.)
- Finalizing roll out phases.** In the revised plan, the previously-identified Functional Fit 3 and 4 agencies and most of the broader-scope Wave agencies will all go live together, in a large Phase 3 rollout on November 2, 2009. A final rollout, Phase 4, will complete the SCEIS agency implementations on May 3, 2010. Between now and Phase 3, the SCEIS Project Team is working on development of the Human Resources / Payroll modules and a number of projects with enterprise-wide impacts, to establish the foundation set for all additional rollouts.
- Note:** The Portal will be unavailable weekdays from 8pm to 9pm and on Sundays from 2 to 5 pm for regular Maintenance.

### Helpful Links

- SC Gov
- Employee Insurance Program (EIP)
- Retirement Systems
- Office of Human Resources (OHR)
- State Holidays
- SCEIS
- BLOG

5. Click the Employee Self-Services tab

Welcome essuser1, **MySCEmployee** powered by **SCEIS**

Welcome | **Employee Self Service**

**My Overview** | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

Employee Self-Service provides South Carolina employees with easy access to information and services.

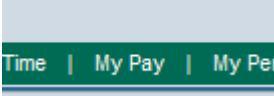

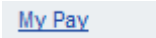
<p><b>My Employee Search</b></p> <ul style="list-style-type: none"> <li>*State Employee Directory</li> </ul>	<p><b>My Working Time</b></p> <ul style="list-style-type: none"> <li>*Record Working Time</li> <li>*Holiday Schedule</li> <li>*Leave Requests</li> <li>*Quota Overview</li> <li>*State Employee Leave Package</li> <li>*Time Statements</li> </ul>
<p><b>My Pay</b></p> <ul style="list-style-type: none"> <li>*Pay Statements</li> <li>*Total Comp Statement</li> <li>*Employee Verification</li> <li>*Bank Information (Direct Deposit)</li> <li>*W-4 Tax Withholding</li> <li>*Voluntary Deductions</li> </ul>	<p><b>My Personal Info</b></p> <ul style="list-style-type: none"> <li>*Address and Emergency Contacts</li> <li>*Personal Data</li> </ul>
<p><b>My Benefits</b></p> <ul style="list-style-type: none"> <li>*Employee Insurance Program Websites</li> <li>*Retirement Forms</li> </ul>	<p><b>My Travel and Expenses</b></p> <ul style="list-style-type: none"> <li>*Expense Reports</li> <li>*Travel Requests</li> </ul>
<p><b>My Career</b></p> <ul style="list-style-type: none"> <li>*State Jobs</li> <li>*Training and Development</li> </ul>	



The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

6. Users can go to the next level of navigation, (the area page), by selecting the workset in three possible actions. Select the workset by

performing one of the following functions:

Activity	Notes
	Select the workset <b>TAB</b> . The workset tabs are located below the main ESS tab.
	Click the <b>ICON</b> for the workset.
	Click the main <b>LINK</b> for the workset.



Welcome essuser1, **MySCEmployee**  
powered by **SCSIS**

Employee Self-Service

My Overview | My Employee Search | My Working Time | **My Pay** | My Personal Info | My Benefits | My Travel and Expenses | My Career

**My Pay**

**Pay Information**  
[Pay Statements](#)  
 View your pay statements (current or historical).  
[Employment Verification](#)  
 Create an employment and salary verification request. The request will be sent to HR, who will mail or fax your information to third parties (such as a bank or loan agency).

**Direct Deposit and Banking**  
 [Direct Deposit Authorization](#)  
 Read this prior to maintaining direct deposit.  
[Bank Information](#)  
 Maintain your banks for direct deposit.  
 NOTE: Changes made might not be in effect for up to two weeks.

**Deductions and Withholdings**  
[W-4 Tax Withholding](#)  
 Maintain your tax withholdings for Federal and State.  
 NOTE: Changes made might not be in effect for up to two weeks.  
[Voluntary Recurring Deduction](#)  
 This link allows you to enter Voluntary Recurring Deduction  
[One Time Voluntary Deduction](#)  
 This link allows you to enter One Time Voluntary Deduction



The area page includes all the associated web services/applications for that workset, the links to access the applications, and a short description of each application (if applicable).

7. To go to the **Employment Verification** service, click the link [Employment Verification](#).
8. The overview screen for **Employment Verification** is displayed:

Welcome essuser1, **MySCEmployee** powered by **SCSIS**

Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

**Employment Verification**

**Employment Verification**

1 Selection 2 Review and Send 3 Completed

**Please select the type of form.**

☐ Verification of position and start date

☒ Verification of position, start date, and current year's earnings

☐ Verification of position, start date, and current and previous 2 years' earnings

**Communication Type**

☐ Send by Fax ☒ Send by Mail

**Please enter the recipient's address.**

Name: \* Joyce Smith, Senior Loan Officer

Company: ABC Bank

House Number / Street: \* 1 Main Street, Suite 200

City / State / ZIP Code: \* Columbia, SC 29212

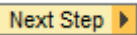
Fax:

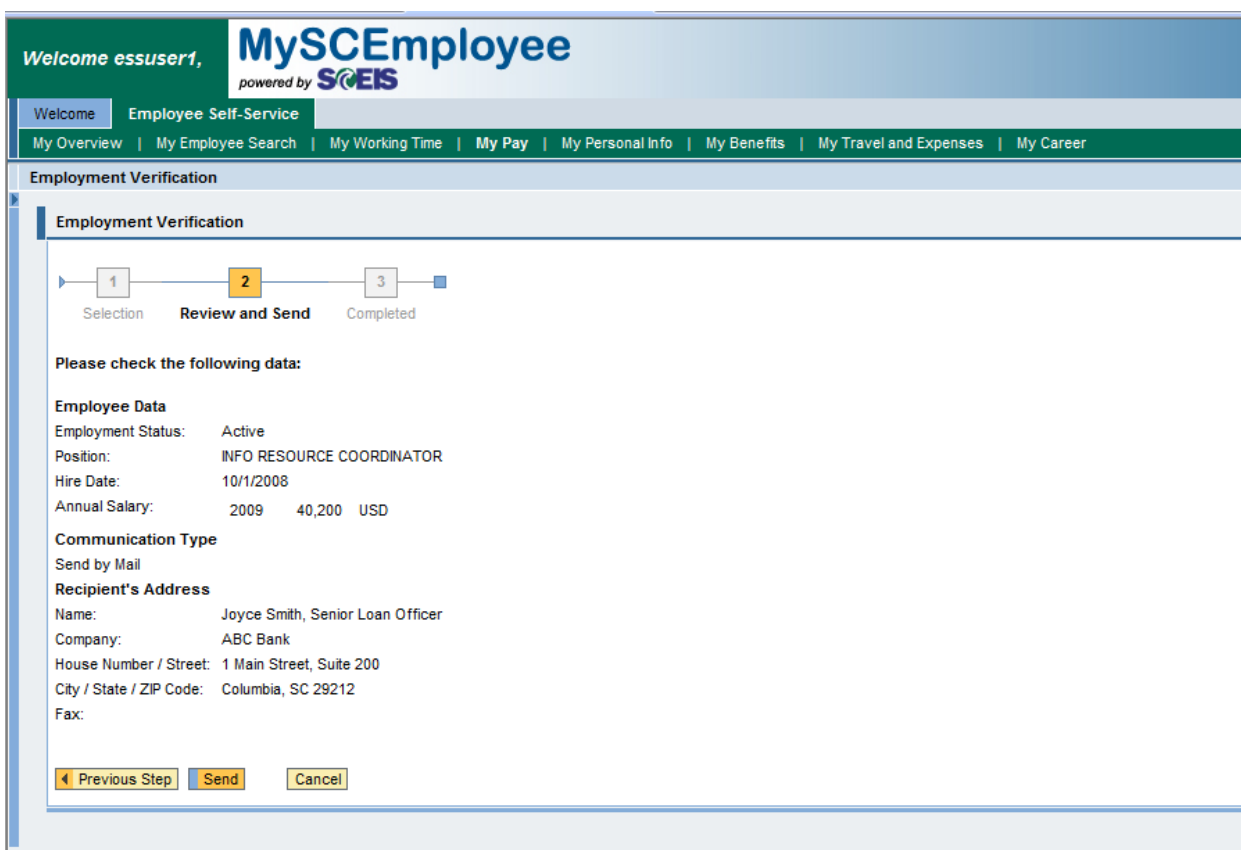
Previous Step Next Step Cancel

9. As required, complete/review the following fields. NOTE: How the recipient's information is entered in ESS is exactly how it will appear on the letter to the recipient. Please ensure to correct any typos.

Field	R/O/C	Description
Type of Form (Radio Button)	R	Select the radio button for the type of Employment Verification that is being requested (Position Title, Start Date, and Annual Salary).
		<b>NOTE:</b> The last selection to include 2 Years Earnings will not be a valid option until the state has been using the new payroll system for over two years.
Communication Type (Radio Button)	R	Select the radio button for the Communication Type (e.g. if the HR Administrator should Fax or Mail the Employment Verification letter to the recipient).
Name	R	Enter the full name of the recipient of the Employment Verification letter. It is also recommended to include their professional title.
		<b>Example:</b> Joyce Smith, Senior Loan Officer
Company	O	Enter the company name of the recipient of the Employment Verification letter.

House Number / Street	R	Enter the full street address of the recipient, to include number, street name, and a suite number (if applicable).
City / State / ZIP Code	R	Enter the city, state, and ZIP code of the recipient.
Fax	C	Enter the fax number of the recipient of the Employment Verification letter. The fax number should be entered with out dashes.  <b>Example:</b> 8035551212
<b>NOTE:</b> This field is only mandatory if the 'Fax' radio button is selected in the Communication Type section.		

10. Click . Review the information you entered for accuracy. If you need to make changes, click the 'Previous Step' button and make the necessary corrections. Otherwise, proceed to the next step.



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Welcome Employee Self-Service

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**Employment Verification**

**Employment Verification**

1 Selection 2 **Review and Send** 3 Completed

Please check the following data:

**Employee Data**

Employment Status: Active

Position: INFO RESOURCE COORDINATOR

Hire Date: 10/1/2008

Annual Salary: 2009 40,200 USD

**Communication Type**

Send by Mail

**Recipient's Address**




Name: Joyce Smith, Senior Loan Officer

Company: ABC Bank

House Number / Street: 1 Main Street, Suite 200

City / State / ZIP Code: Columbia, SC 29212

Fax:

11. Click .

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Welcome Employee Self-Service

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses | My Career

**Employment Verification**

**Employment Verification**

1 Selection 2 Review and Send 3 **Completed**

 The information was sent successfully  
What do you want to do now?  
[Go to Employee Self-Services Homepage](#)

**Employee Data**

Employment Status:	Active
Position:	INFO RESOURCE COORDINATOR
Hire Date:	10/1/2008
Annual Salary:	2009 40,200 USD

**Communication Type**

Send by Mail

**Recipient's Address**

Name:	Joyce Smith, Senior Loan Officer
Company:	ABC Bank
House Number / Street:	1 Main Street, Suite 200
City / State / ZIP Code:	Columbia, SC 29212
Fax:	



The Employment Verification is sent to your HR Administrator, where he/she will mail or fax the letter to the recipient you defined.

**Result**

You have sent an employment verification request to your HR Administrator.